

COMMUNITY HEALTH OUTREACH WORKER I (0205) grade 6

I. NATURE OF WORK:

A Community Health Outreach Worker I is the entry level of work providing health and disease prevention information to medically underserved populations in the community and assisting them in adopting healthy behaviors. Employees in this classification do not supervise.

Employees receive close supervision from a community health educator or other designated higher-level administrative official. The work requires travel to various locations, such as homes, religious organizations and community agencies.

Positions in this classification are evaluated using the Classification Job Evaluation Methodology. The use of this method involves comparing the assigned duties and responsibilities of a position to the job criteria found in the Nature of Work and Examples of Work sections of a class specification.

The Community Health Outreach Worker I and Community Health Outreach Worker II are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees. The Community Health Outreach Worker I learns to perform duties under close supervision while the Community Health Outreach Worker II performs the full range of duties under general supervision.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Learns to provide health care and disease prevention information to medically underserved populations under the direction of a health educator or other professional staff;

Learns to schedule dates, times and locations for health education and promotion sessions under the direction of a health educator or other professional staff;

Learns to assist in preparing and assembling materials for health education and promotion sessions;

Learns to visit community centers and facilitate support groups to encourage program participation;

Learns to explain and reinforce the health care services and resources available to persons needing special assistance;

Learns to identify and refer individuals to public and private resources within the community;

Learns to contact clients to assure receipt of services;

## COMMUNITY HEALTH OUTREACH WORKER I

Page 2

Learns to determine individual and community health needs by conducting door-to-door canvassing;

Learns to interact with private and public providers to identify target populations;

Learns to promote preventive health care, such as cancer screenings, smoking cessation information and reinforcement, nutrition and immunizations;

Learns to review personal and financial data of clients to assist in referral for health care services;

Learns to complete evaluation, progress and statistical reports concerning client progress;

May transport clients in state vehicles;

Performs other related duties.

### III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of English grammar;

Knowledge of and sensitivity to cultural influences;

Knowledge of the purposes and functions of social service agencies, community charities and local organizations;

Ability to communicate effectively with individuals and groups;

Ability to work in a variety of environments;

Ability to identify an individual's health needs and refer to the appropriate agencies;

Ability to coordinate activities;

Ability to maintain documentation regarding activities.

### IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: None.

Note: Experience providing assistance to individuals in a health care or social services setting may be substituted for the required education on a year-for-year basis.

COMMUNITY HEALTH OUTREACH WORKER I

Page 3

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

DATE REVISED: February 9, 2010

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: \_\_\_\_\_  
Director, Division of Classification and Salary